

JOB DESCRIPTION
Caring Acres, INC.

JOB TITLE: Dietary Assistant
DEPARTMENT: Dietary
REPORTS TO: Dietary Services Manager

GENERAL PURPOSE:

Assist in food preparation and serving and maintain clean and sanitary conditions in the kitchen and dining areas under the supervision of the Dietary Services Manager or Cook.

ESSENTIAL JOB FUNCTIONS:

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| FOOD
PREPARATION
SERVING AND
CLEANING | <u>Duties:</u> Assist in the preparation and serving of meals and snacks; use portion control procedures; assist in cleaning and sanitizing work areas, equipment and floors, dishes and utensils; assist in checking trays for menu and diet preferences and accuracy; ensure proper storage of foods and supplies; adhere to universal precautions and sanitary and infection control policies and procedures. |
| SUPPLY | <u>Duties:</u> Ensure that food and supplies are available for the next meals and assist in inventorying and storing incoming foods and supplies, and report any hazardous conditions, equipment, accidents and incidents. |
| SAFETY | <u>Duties:</u> Comply with all Company policies related to safety and infection control procedures including the proper use of mechanical lifts, gait belts and personal protective back supports. |
| RESIDENTS' RIGHTS
AND POSITIVE
RELATIONSHIPS | <u>Duties:</u> Understand, comply with and promote all rules regarding residents' rights, promote positive relationships with residents, visitors, and regulators, to include presenting a professional appearance. |

OTHER JOB FUNCTIONS:

CORPORATE
COMPLIANCE

Duties: Must adhere to Caring Acres, Inc. Code of conduct and Business Ethics policy, including documentation and reporting responsibilities.

STAFF
DEVELOPMENT

Duties: Attend and participate in educational activities, in-service training, and staff meetings; assist in orientation and training other staff.

QUALITY
IMPROVEMENT

Duties: Participate in Quality Improvement activities as assigned.

OTHER DUTIES

Duties: Other duties as assigned or needed.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Walking/mobility, grasping, fine hand coordination; ability to distinguish smells, tastes and temperatures; ability to hear and respond to pages; ability to read and write; ability to understand and follow written and oral instructions; ability to communicate with residents and others; ability to understand and follow training and in-service education; and ability to remain calm in emergency situations and when handling multiple tasks.

QUALIFICATIONS:

- Must have the ability to read, write, and follow oral and written directions at a level necessary to accomplish the job.
- Must be able to relate positively and favorably to residents, families and to work cooperatively with other associates.
- Must maintain regular attendance.
- Must meet all local health regulations and pass post-employment physical exam, if required. This requirement also includes drug screening, criminal background investigation and reference inquiry.
- Must be capable of performing the Essential Job Functions of this job, with or without reasonable accommodation.

JOB DESCRIPTION REVIEW:

I understand this job description and its requirements; and that I am expected to complete all duties as assigned. I understand the job functions may be altered from time to time.

I further understand that the purpose of this job description is to identify the major duties and responsibilities of the job and that it is not intended to contain each and every duty inherent in this job.

I have noted below any accommodations that are required to enable me to perform these duties. I have also noted below any job responsibilities or functions, which I am unable to perform, with or without accommodation.

Associate

Date

Supervisor

Date

cc: Personnel File
Associate